# Letter from Successor Lawyer Advising Clients that Lawyer Unable to Practice*\*[[1]](#footnote-1)*

**[This is a sample only - modify as appropriate]**

Dear [Client]:

Re: [Matter]

I am writing to let you know that, due to ill health/their recent passing, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Lawyer] is no longer able to serve as your lawyer.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Lawyer] made arrangements for me to assist with their practice however and to help their clients transition to new lawyers.

A review of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Lawyer’s] records indicates that you have the following file(s) or documents at their office:

|  |  |  |
| --- | --- | --- |
|   | 1. [file name] | [Relevant details, e.g., open file, closed file, wills, trust funds, corporate records, etc.] |

You have several choices about how to proceed with your case now that [Lawyer] is no longer able to assist you:

* You can retain me to take over.
* You can choose a different lawyer to do so.
* You can proceed without any lawyer representing you.

I am sending you two copies of this letter. Please let me know what you would like to do by indicating your choice below and returning a signed and dated copy of this letter to me. The other copy is for you to keep for your records.

If you would like to meet to discuss this, please do not hesitate to contact me at [telephone number] or by email at [email address] to arrange a meeting.

Please note that until we meet and have signed a new retainer agreement, I do not consider that you have hired either me or my firm and we will not be taking any steps on your file. [If there are urgent steps needed to protect the client’s interests, confirm that you will do so for that reason but that you will not be taking any other actions until retained.]

Since there may be important time deadlines that can affect whether your case will succeed, it is important that you let me know immediately what you would like to do. So that there is no interruption in the handling of your files, I look forward to hearing from you as soon as possible.

You will soon be receiving a final account relating to the work [Lawyer] did for you, which will include any outstanding balance you owe them and an accounting of any funds they were holding for you in their trust account.

On behalf of [Lawyer], I would like to thank you for retaining them to represent you.

Please feel free to contact me with any questions you might have.

Yours truly,

[Successor Lawyer]

**Instructions:**

□ I would like my file to be transferred to [name of new lawyer/law firm]:

 .

□ I will be retaining new counsel but am still making the necessary arrangements. I will have them contact you once they have been retained.

□ I will be proceeding without a lawyer representing me.

Client signature Date

1. \* *This letter has been adapted from a sample letter prepared by the Law Society of British Columbia.* [↑](#footnote-ref-1)